

CHECKLIST FOR PROCESSING NEW APPLICATIONS

SERIAL NUMBER 104145

INSTRUCTIONS:

1. If corrections are required, write notes to examiner or supervisor on the reverse side.
2. Make a checkmark beside each item IF verified.

REVIEW OF THE NEW CASE

1. FACE OF FILE

- ☒ 1. Printed and stamped serial numbers match the bar code label.
- ☒ 2. Filing Date present
- ☒ 3. Class/subclass present
- ☒ 4. Applicant's name present
- ☒ 5. Total number of drawings present
- ☒ 6. Total number of claims present
- ☒ 7. Total number of independent claims present
- ☒ 8. Filing fee received
- ☒ 9. Mailing Address present
- ☒ 10. Title of invention present

2. CENTER OF FILE -- PAPERS ARRANGED BOTTOM TO TOP (A - H BELOW)

A. DRAWINGS

- ☐ 1. None (Go to B)
- ☒ 2. Serial number present and correct on each drawing sheet.
- ☒ 3. Number of sheets entered on line 1 of Contents

B. SMALL ENTITY STATEMENT

- ☒ 1. None and not recorded on face of file (Go to C)
- ☐ 2. Small Entity Statement present.
- ☐ 3. Small Entity Recorded on Face of File

C. DECLARATION OR OATH

- ☒ 1. Title matches Face of File and Specification
- ☒ 2. Declaration Statement Present ("I hereby declare all...")
- ☒ 3. "Original and first inventor or inventors..." phrase present
- ☒ 4. "Reviewed and understand the contents of the application, including claims..." phrase present.
- ☒ 5. "Acknowledge duty to disclose information in accordance with 1.56(a)..." phrase present.
- ☒ 6. Residence, citizenship, post office address of all applicants present.
- ☒ 7. Signed by all applicants
- ☒ 8. Executed no more than 3 months before filing date.

D. CLAIMS AS FILED:

- ☒ 1. PTO 875 present
- ☒ 2. PTO 1360 present
- ☒ 3. Independent claims circled on Index of Claims
- ☒ 4. Line drawn beneath last claim number on Index of Claims

E. SPECIFICATION

- ☒ 1. Serial number present/correct
- ☒ 2. Specification in permanent ink
- ☒ 3. Brief description of each drawing figure present
- ☒ 4. No missing/duplicate pages
- ☒ 5. No holes punched in text

F. ABSTRACT

- ☐ 1. No abstract present (Go to G)
- ☒ 2. Serial Number present and correct
- ☒ 3. Abstract on separate page
- ☒ 4. Contains no more than 25 lines
- ☒ 5. Contains no more than one paragraph

G. PTO-1556

- ☒ 1. PTO-1556 Present

H. PREAMENDMENTS

- ☐ 1. None present (Go to I)
- ☐ 2. Preamendment entered in Contents of filewrapper
- ☐ 3. Amendment instruction cancel claim(s)
- ☐ 4. Claim(s) canceled in Index of Claims
- ☐ 5. Amendment instruction claims
- ☐ 6. New Independent claims circled on Index of Claims
- ☐ 7. Line drawn beneath last new claim number on Index of Claims
- ☐ 8. PTO 1360 completed
- ☐ 9. PTO 875 completed

I. PTO-948

- ☒ 1. PTO-948 present.

3. RIGHT SIDE OF FILE

- ☐ 1. PALM File Data Sheet present
- ☐ 2. Transmittal letters present
- ☒ 3. PTO-875 present
- ☒ 4. Miscellaneous papers
- ☐ 5. Petition to Make Special Present
- ☒ 6. Drawing prints present

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4. FEES

- ☒ Correct filing fee paid
☐ Excess claims fees paid
 ___ a. Excess total claims
 more than 20
 ___ b. Excess Independent
 Claims - more than 3
 ___ c. First Multiple
 Dependent Claim Fee
 paid.

5. FINAL STEPS

- ___ 1. Miscellaneous papers entered
 in Contents
___ 2. Docketed to examiner.

6. NOTES TO SUPERVISOR

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

7. NOTES TO EXAMINER

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

8. SIGNATURE OF PREPARER:

William A. [unclear]

DATE _____

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